



DEPARTMENT OF THE ARMY
HEADQUARTERS, DIVISION SUPPORT COMMAND
4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5000

AFYB-SC-CDR

23 OCT 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #13 - Government Travel Card Policy

1. References.

a. Memo, HQ III Corps, AFZF-RM, 2 Feb 2001, subject: Reducing Army Individual Travel Card Delinquency

b. Memo, HQ, 4th Infantry Division (M), 28 Feb 2001, subject: Reducing Army Individual Travel Card Delinquency

2. Purpose. Provide command policy for the GSA Smart Pay Travel Card Program.

3. Scope. This policy applies to all soldiers assigned to 4ID (M) DISCOM while in possession of a Government Travel Card.

4. Policy. The government travel card is the method used to fund DOD personnel for travel. Although the card facilitates ease of travel and readily available funds, it is also subject to misuse if not closely monitored by the chain of command. The intent of this policy is to prevent misuse of the government travel card and ensure that appropriate actions are taken to rectify delinquent accounts.

a. Travel Card Program Management. Commanders will take the following actions in managing their units government travel card program.

b. Screen all in-processing soldiers to determine if they need a government travel card in the performance of their duty. If not required, commanders will either deactivate the card or secure it in a safe until needed for TDY.

c. Maintain a list of all soldiers in the unit with government travel cards.


d. Screen and approve soldiers with a legitimate need for travel cards and ensure that the soldier is briefed on proper use of the card and signs a "Statement of Understanding" prior to being issued a travel card.

e. Provide a monthly "by-name" roster of soldiers with overdue accounts and the status of their repayment efforts.

5. Delinquent Accounts. The HQDA goal for delinquent accounts is that no more than 4% of accounts be delinquent at any given time. Delinquent accounts are defined as those that are overdue

payment more than 60 days. In the event of delinquent accounts, commanders will take the following actions:

- a. Deactivate the soldier's travel card.
 - b. Conduct an informal inquiry on the overdue account to determine how the soldier incurred the debt, if the soldier received a TDY settlement to repay the travel expense, and assist the soldier with developing options for repayment.
 - c. Consider administrative actions and/or disciplinary actions if appropriate.
6. Command Action Options. Commanders have several options available to manage government travel cards.
- a. Counsel the soldier for indebtedness and assist with payment options.
 - b. Restrict the card limits from "standard" to "restricted".
 - c. Encourage use of "split disbursement" as the form of payment on travel that allows DFAS to pay Bank of America directly.
 - d. Encourage cardholders in a travel status in excess of 30 days to file interim claims to pay for expenses.
 - e. Coordinate a fixed payment plan with Bank of America (1-800-321-5046) for soldiers with accounts that are 120 days past due. This option should only be used when all other options have been exhausted and when the account holder can resolve the debt within 24 months or less with a minimum payment of \$100 per month.
7. Supersession. N/A
8. Expiration. This policy remains in effect until superseded or rescinded.
9. Proponent. The 4ID (M) DISCOM proponent for the Government Travel Program is the DISCOM Executive Officer, 288-5959.
10. WRANGLERS!!


JAMES E. RENTZ
COL, QM
Commanding

DISTRIBUTION
A